

**City of Lynchburg Procurement Division  
900 Church Street, Lynchburg, VA 24504  
Telephone No: 434-455-3961  
Fax No: 434-845-0711**

**ADDENDUM for REQUEST FOR PROPOSAL**

Date: May 25, 2006

From: V. Eloise Bowling, CPPB, Senior Buyer

REF: **Addendum #01** – Branding and Marketing Communications Services Request for Proposal 06-340 issued May 19, 2006.

Please be advised that the status of the pre-proposal meeting scheduled for 2:00 p.m., Tuesday, June 6, 2006, has been changed from **Mandatory to Non-Mandatory**. If you have any questions, please contact me.

V. Eloise Bowling

V. Eloise Bowling, CPPB

Senior Buyer

**Please sign and return with the original proposal.**

**READ TERMS AND CONDITIONS AND SIGN**

In compliance with the above proposal, and subject to all the conditions hereof, the undersigned offers and agrees to comply with any or all of the terms and conditions contained herein, or as mutually agreed upon by subsequent negotiations. This form shall become part of the final file.

**Company Name:**  
**Authorized Signature:**  
**Print Name:**

**Address:**  
**Title:**  
**Telephone #:**

**Date:**  
**Fax #:**